

Final

Supported Employment Leadership Network (SELN)
Meeting

Date: July 30, 2015
Location: Wilderness Room, 2401 Colonial Dr., Helena
Time: 10:00 – 3:00 pm

Attendees: Kelly McNurlin (DDP), Phyllis Astheimer (Family Outreach), Chanda Hemanson-Dudley (VRBS), Bill Harant (DET-SILC), Diana Tavary (PLUK), Jennifer Finnegan (DDP), Shannon Merchen (DDP), Diana Reidelbach (JOB Connection), Randy Winstead (Family Outreach), Misti Hofland (VR - Great Falls), Mike Hermanson (Disability Transitions), Karen Cech (recorder).

Phone Attendees: Sara Hofstad (ESGW), Pete Haley (RSS), Mark Mahnke (VR - Billings), Lorrie Lundberg (DDP), Curtis Mayne (ORI).

Introductions were made through out the room and by participants on the phone.

Before starting the agenda for the SELN meeting Kelly McNurlin cover a couple other items.

- SELN meeting date - The Montana Development Center (MDC) Transition Council has designated the 4th Thursday of the month as their meeting date. This date will be in conflict with the SELN meetings. Kelly will e-mail the SELN workgroup to see what will best work for everyone's schedule. Participant suggested the second Thursday of the month.
- Kelly is working on meeting with Deann Willcut, DSD Fiscal Bureau Chief, to confirm whether travel reimbursement will be allowed for members of the workgroup. An update will be given at the next meeting.
- Posting of SELN information on the DDP website is still in progress. Kelly is working on getting the Employment and Stakeholder surveys posted. She wanted people to know she hasn't forgotten about it.

A request was made from Novelene Martin, DDP Bureau Chief, to have the SELN workgroup draft definitions of several terms the waiver listed:

1. Under Job Discovery:
 - a) Job Exploration
 - b) Job Shadowing
 - c) Informational Interviewing
 - d) Volunteerism
2. Community Work Experience
3. Career Profile
4. Career Plan

CAREER PROFILE:

A gathering of information, including a self-assessment, of skills, strengths, abilities, interests, and values to identify an employment goal and career options that are consistent with person-centered planning. The long term goal is for integrated employment that is competitive at or above minimum wage.

CAREER PLAN:

The continuous process of evaluating lifestyle, likes/dislikes, passions, skills, personality, dream job, and current job and career path and making corrections and improvements to better prepare for future steps in a career as needed, or to make a career change with a long term goal of integrated employment that is competitive at or above minimum wage.

JOB EXPLORATION:

A process to assist a job seeker in exploring the world of work and learning about a person's interests, abilities, and his/her future career goals.

JOB SHADOWING:

Visiting a particular line of work by spending time with an employee at their place of employment and observing them as they perform their daily job duties. The goal is to learn more about the job, the work environment, and skills necessary to do the job.

INFORMATIONAL INTERVIEWING:

Gathering of information from an employer to build a rapport, learn key information about the business, career opportunities, what their business/employee needs are, identify barriers and establish effective communication.

VOLUNTEERISM:

- work without expectation of compensation
- work less than full time
- do not displace paid workers
- perform services of the kind typically associated with volunteer work (ie charitable purposes, helping others, short term projects, bring comfort to the sick, elderly, disadvantaged persons, etc)

As a general rule volunteering may not occur at for-profit private sector companies.

Volunteering may take place at non-profit groups, community organizations, clubs, service programs, and public entities. The Fair Labor Standards Act defines volunteering as it relates to an employment relationship. The link to the FLSA site about volunteering is

<http://www.dol.gov/elaws/flsa.htm> .

COMMUNITY WORK EXPERIENCE:

An educational or vocational opportunity to gain experience in an integrated work environment.

SELN workgroup completed the draft definitions and moved to a discussion on the DDP Career Plan. Kelly passed out the Montana Career Planning document along with the Form 3b MVR IPE - Individualized Plan for Employment (IPE) Montana Vocational Rehabilitation Programs Rehabilitation and Blind and Low Vision Services to individuals in the workgroup to review.

It was asked if the Montana Career Plan could be used in the Pre-Personal Support Plan (PSP). Diane Reidelbach of Job Connection said they have their own assessments that are more detailed. She will e-mail them to Kelly. Vocational Rehabilitation (VR) does not really benefit from this form. With the new electronic PSP system can we identify mandatory components that an action plan for employment must address, and then have providers electronically attach their action plans to the PSP? Is there a need for a standardized career plan form? Kelly will ask those involved in the PSP workgroup and the electronic Plan of Care.

After the June 3rd SELN meeting, Novelene Martin had some additional items for the SELN to work on:

Based on the information from the last SELN meeting and the contractor listening session, I have four activities/outcomes I would like to see from the group:

1. *Flexibility within cost plans for employment needs: how can an individual's cost plan be more responsive to employment needs while staying within the current resource allocation? What changes could be made to the current 0208 waiver definitions to make employment more flexible. **Likely start discussions in August 2015***
2. *Develop training for case management (both targeted case managers and waiver children's case managers) on employment and career planning. - **Group suggested the INVEST Training***
3. *Clarification/definitions of terms that are used in the 0208 waiver definition of job prep/job discovery – in an earlier email I had asked to have some work done on this. – **Discussed 7/30/15***
4. *Recommendations for on-going collaboration activities in the field between VR/DDP/Job Service/OPA/School – what would be the specific plan the committee would recommend to continue to strengthen our local collaborations. **TBD***

Next Meeting:

Will continue discussions on the Career Plan if there are answers to questions and we feel like we can proceed.

Will work on #1 above: Flexibility within cost plans for employment needs. (Suggested group looks at a couple of cost plans and review to identify possible recommendations.)

Parking Lot

- 1) INVEST training updates to include WIOA changes and develop training for case managers on employment and career planning.
- 2) Not sure about 'picture' career profiles. Are they useful in our communities?

The Montana Developmental Center Transitions Committee voted to meet the 4th Thursday of each month. This causes conflict for a few SELN members and may affect Kelly's capability to prepare for SELN if we keep our meetings the same day. Kelly will work with group to determine a possible alternate date for August. The group discussed a tentative change to the 2nd Thursday of each month for meeting dates September forward.